

## **City of Roanoke Stormwater Utility Fee Adjustment Application**

This form is for property owners to request to have their stormwater fee adjusted with regard to billing errors or perception of how the impervious area has been represented. All sections must be filled out and submitted by email to [stormwater@roanokeva.gov](mailto:stormwater@roanokeva.gov), or mail to:

City of Roanoke  
Stormwater Division  
1802 Courtland Road, NE  
Roanoke, Virginia 24012

When filling out this form be aware that the Stormwater Ordinance defines Impervious as follows.

**Impervious Surface: means any area improved, graded, and/or surfaced with impervious material or resulting in impervious conditions. An impervious material or condition is present when the natural infiltration of water into the soil is significantly impeded or prevented. An impervious surface includes that portion of the land surface covered by an elevated structure regardless of whether the land surface itself remains pervious or impervious.** Examples of impervious surfaces include, but not limited to: buildings, decks, pools, driveways, compacted gravel, sidewalks, patios, storage sheds.

**Please Print**

Property Owners Name: \_\_\_\_\_

Impervious Property Address: \_\_\_\_\_

Property type: (residential, commercial)\_\_\_\_\_

Tax Number: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

Mailing Address: (street, city, state, zip)

\_\_\_\_\_

Explain reason for adjustment:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Attach to this form any documentation that may assist in determining the impervious area of the above listed property. (Documentation types include: pictures, plats, drawings, etc.)

Property Owner Signature: \_\_\_\_\_ Date: \_\_\_\_\_

The Stormwater Division will make a determination within 30 days of receipt of a complete submittal for request for adjustment. In the event that the Stormwater Division finds the appeal is deficient or incomplete, the city shall offer the owner 30 days to supply the missing information. If the information is not provided within the additional 30 days the request will be deemed withdrawn.